

State of Colorado Total Compensation Advisory Council Personnel Director Appointment Process

I. DEFINITIONS

1.1 Total Compensation Advisory Council

The term "Total Compensation Advisory Council" (Council) shall mean the Council established by statute to advise and make recommendations to the State Personnel Director regarding all aspects of compensation for employees in the state personnel system and group benefit plans for all state employees.

1.2 Director

The term "Director" shall mean the State Personnel Director or designee.

1.3 Staff Administrator

The term "Staff Administrator" shall mean that employee in the Department of Personnel and Administration (DPA) appointed by the Director to provide administrative support to the Council.

1.4 Employee

The term "Employee" shall mean, for appointment purposes, any officer or employee eligible to receive benefits under the State of Colorado group benefit plans.

II. MEMBERSHIP

The Council shall consist of 10 members who are appointed as follows.

- State Commissioner of Insurance (or designee).
- A private sector total compensation specialist appointed by the State Personnel Director who serves for a period determined by the Director.
- A senator appointed by the President of the Senate who serves for a period determined by the President.
- A representative appointed by the Speaker of the House of Representatives who serves for a period determined by the Speaker.
- An employee member appointed by the President of the Senate for a three-year term.
- An employee member appointed by the Minority Leader of the Senate for a three-year term.
- Two employee members appointed by the Speaker of the House of Representatives for three-year terms.
- Two members appointed by the State Personnel Director for three-year terms, one of whom must be an employee.

III. EMPLOYEE APPOINTMENT PROCESS

The State Personnel Director shall establish the process to appoint three members. One appointee must be an employee and two are discretionary. No employee shall be denied the right to seek appointment to and serve on the Council. No more than two employees shall be appointed from any one department.

IV. EMPLOYEE APPOINTMENT SCHEDULE

The Staff Administrator shall conduct an employee appointment process to fill any expiring term by July 1, or to fill any employee vacancy.

V. NOTICE OF EMPLOYEE APPOINTMENT PROCESS

The Director shall publish the *Appointment Process for Employee Vacancy* ("Appointment Process") and the *Employee Application* form ("application") in years when employee appointments are to be made. The Appointment Process shall appear in *Stateline*, the DPA website, and any other communications deemed appropriate by the Director. It shall state the requirements for submitting an application for appointment to the Council, including the date and time for submission of applications.

VI. EMPLOYEE APPLICATION

A prospective candidate must obtain a candidacy packet, which includes the Appointment Process with the number of vacancies and a description of desired qualities determined by the Director, from the Staff Administrator or other authorized persons. Or, one may download such information from the DPA website. In addition to completion of the application form, a minimum of one but no more than five letters of endorsement, not to exceed one page, are required. Completed applications and endorsements must be received in the Department of Personnel and Administration, Division of Human Resources (DHR), by the close of business on the published deadline.

VII. REVIEWING EMPLOYEE APPLICATIONS

DHR shall review applications for the appointments to be made by the Director and submit the applications that meet the desired qualities to the Director for decision. The Director may choose from any of these applications.

VIII. EMPLOYEE APPOINTMENT RESULTS

The Director shall select an appointee and one alternate who would serve in the event the appointee cannot serve a full term. Decisions regarding appointments are final. DHR shall notify all candidates, appointees, and alternates of the results and shall announce the appointees.

IX. GROUNDS FOR REMOVAL FROM COUNCIL

The Director may remove any appointed Council member who is absent without excuse granted by the Director for three or more consecutively scheduled Council meetings. The alternate shall replace any appointed employee member removed from the Council. In the event the alternate cannot serve or the appointee was a non-employee, the appointment process shall be followed.

Established May 23, 2003